

Memo

To: Historic Preservation Committee, Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: DISCUSSION/ACTION RE: CERTIFICATE OF APPROPRIATENESS FORM AND PROCESS

Date: 7 December 2017

The Historic Preservation Committee has been reviewing Chapter 248 of the Village Ordinances, Historic Preservation. At the October meeting, the committee requested to review the Certificate of Appropriateness process, the ordinance requirements, and the application.

Attached is the application that is currently being used. The ordinance has been emailed to the committee and can be found on the Village of Allouez website. Staff will provide further review at the meeting, including examples from other municipalities.

Historic Preservation Committee is asked to review the process and discuss possible changes.

Village of Allouez

Certificate of Appropriateness Application

(Please type or print)

1. Address of property: _____

2. Parcel number: _____

3. Name of applicant: _____

Address of applicant: _____

City, State, ZIP: _____

4. Name of property owner: _____

Address of owner: _____

City, State, ZIP: _____

Daytime telephone number: _____

5. The following approval is requested:

_____ Roof repair/replacement

_____ Gutter repair/replacement

_____ Private sidewalk and driveway repair/replacement

_____ Stair and stoop repair/replacement

_____ Porch columns, railings and skirting repair/replacement

_____ Chimney repair and/or tuck pointing

_____ Installation of fences

_____ Exterior window repair/replacement

_____ Exterior siding

_____ Exterior storm window/storm door repair/replacement

_____ Soffit, fascia, façade or trim work repair/replacement

_____ Exterior lighting

_____ Signage

_____ Other

6. Description of Project: Describe each item of the project separately. Include existing condition(s) when describing item. Also describe the proposed work, material(s) to be used, and the impact the item would have on existing historic or architectural features of the property. (Attach additional sheets if necessary). Renderings need not be professionally done.

7. Attachments:

- _____ Site plan of the lot (please indicate direction of north, south, dimensions, structures, etc.)
- _____ Sketches, drawings, building and streetscape elevations, and/or annotated photos
- _____ Exterior photos
- _____ Specifications (materials) for the project
- _____ Phased development plan for the project (if proposed in phases)
- _____ Cost estimates for all proposed work
- _____ Other (please explain): _____

Signature of applicant: _____ date: _____

Review fee of \$25.00 payable to Village of Allouez – Date: _____ Receipt #: _____

(Fee is waived for government and non-profit owned buildings)

NOTE: The Allouez Historic Preservation Committee normally meets on the fourth Wednesday of the month. Applications must be filed with the Historic Preservation Committee, c/o the Village Clerk's office at the Village Hall by the third Monday of the month. The applicant should plan to be present at the next scheduled Historic Preservation Committee meeting.

If you have questions or need assistance in completing this form, contact the Allouez Village Administrator, Brad Lange, (920) 448-2800 Ext. 106.

Please return this form to: Allouez Village Administrator, Attn: Brad Lange, 1900 Libal Street, Green Bay, WI 54301

(Note: Building permits may be required for work. Contact the Building Inspector's office for additional information.)

Office use only

Scheduled meeting date: _____

- Approved
- Not approved
- Approved but with conditions

Historic Preservation Committee Chairperson signature: _____